

ADMINISTRATIVE &amp; INTERNAL USE ONLY

## MEMORANDUM FOR THE RECORD

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SUBJECT: Meeting   
14 October 1983

1. We discussed possible locations of the CP/M unit. The major concern was maintaining a temperature below 90° and placing the unit in a well ventilated area. A final decision was made that the CP/M unit will be placed in the Underwriting Section's front office.

2. Mike explained that everyone who will be using the Wang will have to be scheduled for training classes (AL-10). The approximate cost per person is \$175.00.

3. CSA will be sending a representative (Brenda) to give us a preinstallation briefing. She will be briefing us on the preparations for our Wang. It will cover cable installation requirements and cost figures. She also will be going over in detail training requirements for the Systems Administrator and the back-up Systems Administrator.

4. We went over several features offered by the Wang Alliance 250. They included:

Glossary -

A storage representative. This also includes the Math Support Package. This enables the user to check calculations.

Word Processing -

This feature edits, prints and files documents. This includes automatic centering, indenting and decimal alignment, automatic title and page numbering, hyphenation. Editing capabilities are the insertion and deletion of characters, words, lines, paragraphs or entire sections.

Spell Verifier -

This checks for misspelled words in a word processing document using a system dictionary. It consists of an 80,000-word dictionary. In addition, "personal" dictionaries can be created for words that are not in the 80,000-word system dictionary.

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- Visual Memory - This feature enables the user to define, enter, save and retrieve various pieces of information contained in documents.
- Calendar - This becomes useful for time management tasks. This includes work schedules, personal calendars, scheduling and keeping track of leave.
- Document Retrieval - With minimal keystrokes documents can be located by whole or partial word, or multiple words found in the document summary.

5. Finally, we discussed the required cable installation time needed and we concluded that our approximate delivery date for our Wang precedes the cable installation date. Therefore, it was proposed that the Wang delivery date be delayed. If all goes well with the cable installation, the System hook-up date is tentatively scheduled for mid December.

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